



PACeS Home Education Guide 2023/2024

PACES HOME EDUCATION 2023/2024

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PRAIRIE ADVENTIST CHRISTIAN eSCHOOL (PACeS)

5816 Highway 2A
Lacombe, Alberta T4L 2G5
403.848.3165

Prairie Adventist Christian eSchool (PACeS) is an independent school operated by the Seventh-day Adventist Church in Alberta offering Kindergarten to Grade 12.

SCHOOL HOURS

Kindergarten: Monday to Thursday: 8:00 a.m. to 4:00 p.m.
Grades 1-12: Monday to Thursday: 8:00 a.m. to 4:00 p.m.
Office Hours: Monday to Thursday: 8:00 a.m. to 4:00 p.m.

WHO TO CONTACT

General Inquiries Admissions	David Elias Michelle Werner	principal@pacescanada.org office@pacescanada.org
Home Education	Mina Desjardins	viceprincipal@pacescanada.org

MISSION STATEMENT

Connect. Learn. Encounter Jesus.

VISION STATEMENT

We aim to provide quality Seventh-day Adventist education for all students and encourage them to achieve personal excellence in all areas of their life. We will partner with families to encourage and motivate students to reach their full academic, spiritual, emotional, and physical potential.

STATEMENT OF FAITH

Seventh-day Adventists are a Bible-embracing, Christ-believing, and Second Coming-awaiting people. We believe that what we do here on earth matters. Sharing the good news of the gospel, caring for others, and making our earthly home the best it can be are some of the ways we demonstrate our love for the Lord.

We are a people who believe our greatest and highest potential is found in loving God and serving others

Loving God and serving others go hand in hand. Adventists believe it is their calling to share the good news that Jesus loves us, died to save us, and will return to take us to Heaven. To that end, Adventist schools have made it a mission to serve God, each other, our communities, and our world.

PRINCIPAL'S WELCOME

Welcome to Prairie Adventist Christian School's Home Education Program!

It is a tremendous blessing to be part of PACeS because we can offer different program options that meet the unique needs of our community and involve the entire family in the education of our children. Our Home Education program is an incredible opportunity to explore alternative forms of education and it allows us to create valuable and meaningful partnerships with the parents who are administering the education program. Being Parent-Led, our program allows for flexibility and personalization that ensures that the family is able to be actively involved in the educational process and encourage growth in an individual way.

As a school, we are committed to working with our families to help develop a program plan that best fits the needs of each student and help them on their path to success in school as well as life. Our Home Education facilitators are excited to work with our families to provide the necessary supports and resources that will allow your child to continually grow and progress in their educational journey. As an Adventist school, we recognize the importance and responsibility of the parents and the home school in the education of our children.

"In His wisdom the Lord has decreed that the family shall be the greatest of all educational agencies. It is in the home that the education of the child is to begin. Here is his first school. Here, with his parents as instructors, he is to learn the lessons that are to guide him throughout life—lessons of respect, obedience, reverence, self-control...This is a work of no small magnitude and importance—a work requiring earnest thought and prayer no less than patient, persevering effort. A right foundation must be laid, a framework, strong and firm, erected, and then day by day the work of building, polishing, perfecting, must go forward."

-Ellen G. White (Counsels to Parents, Teachers, and Students, p.107)

Our school is blessed to have Mrs. Mina Desjardins as our Home Education Coordinator who is excited to lead this program and connect with our families during every step of the process. Her expertise and passion for Home Education allows PACeS to operate a successful and meaningful program that meets this specific need in our community.

I want to thank you for working together in partnership with PACeS as your Home Education provider and we look forward to seeing how God will lead your family, your children, and our school in shaping the hearts and minds of each student.

In His Service,

David Elias
Principal

Mina Desjardins,
Vice-Principal/Home Education Coordinator



ABOUT US

School History

Founded in 2007, Prairie Adventist Christian eSchool (PACeS) is part of the Seventh-Day Adventist (SDA) educational system. The SDA educational system is the largest Protestant Christian education system in the world and has been in existence for over a century. It is supervised by the Alberta Conference of Seventh-day Adventists Office of Education. PACeS is part of the Seventh-day Adventist educational system, which operates 7,200 schools worldwide with a total enrollment of over 1.5 million students. Our school has the experience, accreditation, and dedication to provide accessible Adventist Education, wherever you are.

What is PACeS Home Education?

At PACeS we offer a parent-directed program called Home Education. In Alberta, parents have the opportunity to take control of their students' education by registering their student as a supervised or unsupervised student. Here at PACeS we offer supervision as you take on the responsibilities of teaching your students.

PROGRAM DETAILS

Benefits Of Home Education At Paces

Adventist foundations and supports

As a Seventh-day Adventist institution we aim to support our families as they grow in their personal relationship with Jesus.

Parent-Facilitator Collaboration

To help families stay on track with their program plan, we set up a minimum of 2 meetings per year.

These meetings generally include:

- Initial “Hello!” introductions
- Program plan review
- Portfolio of evaluations and celebration of learning

Ongoing Access to Facilitator Support

Our facilitators are available for consultations at any time in the school year (September to June)

Learning Resources

You have the opportunity to choose your own learning materials for your student’s plan. PACeS also offers access to Mathletics, RAZ Kids, the Canadian Reader and What in the World?

Home Education Funding

The Government of Alberta provides up to \$850 for students that are under the Home Education Regulation (parent-directed program) and Shared Responsibility (online program and parent-directed program) and enrolled with PACeS by September 29.

PACeS Events

Throughout the year PACeS organizes optional events for Home Education families to participate in. Expenses for each activity vary.

Some events may include activities like:

- Calgary SPARK Science Centre
- Outdoor Park Day
- Recreation Center Day
- Museum Visit

Shared Responsibility

This is the best of both our PACeS worlds! At times, families are interested in a combination of our Home Education Program (parent-led programming) and our Online Program (teacher-led programming). Shared Responsibility gives the families the opportunity to take part in both. Home

HOME EDUCATION STAFF LISTING

Staff Member	Role/Classes	E-Mail
Mr. David Elias	Principal	principal@pacescanada.org
Mrs. Mina Desjardins	Vice-Principal/Home Education/French	viceprincipal@pacescanada.org mina.desjardins@pacescanada.org
Mrs. Michelle Werner	Registrar/Office Manager/Books	office@pacescanada.org
Mrs. Corene Glover	Accountant/Business Manager	cglover@albertaadventist.ca
Mrs. Divina Buhia	Grade 3-4/Home Ed Facilitator	divina.buhia@pacescanada.org
Mrs. Lindsay Boscher	High School Social Studies/Electives/ Home Ed Facilitator	lindsay.boscher@pacescanada.org

IMPORTANT DOCUMENTS

Alberta Home Education Handbook: Alberta Education has created a handbook to help you as you prepare for your family's adventure in home education, you can access it using this linked document.

Home Education Regulations: This link takes you to the Home Education Regulations provided by the province. This is for you, the parent, to follow as a Home Educator with assistance from the responsible school (PACeS). These regulations help guide families through the expectations in the Alberta Home Education Handbook. It also helps to ensure that the responsible School Board is working with parents to succeed in implementing the guidelines for Home Education.

PARENT AND PACES HOME EDUCATION RESPONSIBILITIES

To ensure a successful school year for our Home Education students we have highlighted a few responsibilities for both PACeS and Parents.

Parent Responsibilities

- Communicate and cooperate with the school
- Notify the school of their intent to home educate yearly (application)
- Refer to the **Alberta Home Education Handbook** in preparation and creation of the Home Education Program Plan
- Choose resources and activities that help the student achieve the chosen learning outcomes
- Administer and manage the home education program plan
- Maintain samples of student completed work and a record of activities throughout the year
- Maintain a record of evaluations to help monitor the students progress
- Meet a minimum of 2 times per year with their facilitator to collaborate and evaluate the student's progress

PACeS Responsibilities

- Communicating and partnering with parents
- Providing a certified teacher/facilitator to help monitor and support parents with the program plan
- Provide resources, advice and assistance to the parent upon request to help with student learning
- Meet with parents to evaluate the students progress by reviewing the student's collection of work (ie. portfolio)
- Meet with parents to help students achieve the learning outcomes as defined by the Home Education Regulation

DESIGNING A HOME EDUCATION HOME ED PLAN

4 Questions you can start asking yourself?

1. What are your goals?
2. What do you plan for your child to learn?
3. How do you plan to help them learn?
4. How will you know they have learned?

Let's dig into these questions a little deeper:

1. What are your goals?

There are many approaches to home education. We offer the opportunity to have Home Education programming where you decide to keep the responsibility to educate your child. There is also Shared Responsibility Programming, where you decide to share the responsibility PACeS. Either one is a great option. The choice you make will be the one that fits your family the best.

2. What do you plan for your child to learn? What program of study will you use to develop your plan?

There are two to choose from:

1. [The Alberta Program of Study](#) where Alberta has given a list of skills and knowledge or outcomes the students should learn at different grade levels.
2. The other option is to follow the list of skills and knowledge or outcomes from the Schedule of Learning Outcomes for Students Receiving Home Education Programs That Do Not Follow the Program of Study listed on page 10 and 11 of the [Home Education Regulations](#).

3. How do you plan to help them learn?

Here you are thinking about the WHAT and the HOW you want your children to learn the outcomes program you have chosen.

What resources will you use?

- Print resources (IEW, Math U See, Donna Ward, worksheets...)
- Human Resources (special guests, specialist, tutors)

- Electronic Resources (internet websites, dvds, audio books, digital games)
- Community Resources (museums, community programs, neighbors)

What learning activities will help your child learn?

There are so many ways to use to help others learn, here are some ideas:

- Read material and respond to questions
- Compose and prepare a variety of written responses
- Complete research
- Work with others to complete a task
- Use media and Internet resources
- Prepare and deliver formal talks, presentations, and dramatizations
- Complete experiments
- Chores
- Participate in organized field trips
- Special Guests
- Internet Websites
- Printed Textbooks/curriculum
- Classes outside the home
- Field Trips
- Community Programs
- Church
- Neighbours
- Outreach program

You may have specific interests that you want to explore or major projects that you want to use throughout the year, having the learning outcomes in mind help you to stay on track and meet the expectations of the Home Education Regulations.

4. How will you know they have learned? How will you evaluate your child's learning?

In general, student learning can be evaluated in two ways:

- Students respond with a predetermined correct answer or students respond in writing or through oral presentations, demonstrations, problem solving activities and dramatizations,
- Students run something, build something or create something.

As an evaluator, think about WHAT outcomes are in focus and HOW you will evaluate them.

Here is a list to help you think about how you wish to evaluate:

- Assess the student by having them respond to a predetermined correct answer:
 - Short oral or written answer
 - Multiple choice
 - true/false
 - Matching
 - Numeric response
 - Unit tests
- Assess the student on quality of written compositions, problem solving and oral presentations with a form that highlights important features in their work
- features in their work
- Quarterly Reports
- Journal or anecdotal notes by parent
- Assess the student on quality of written compositions, problem solving and oral presentations with a form that highlights important features in their work
- Discussions
- Recital
- Quarterly Reports
- Journal or anecdotal notes by Parent
- Project creations (models, posters, experiments)
- Parent observation

A good question to start thinking about as well is whether or not you are planning on taking the opportunity to have your student participate in assessments being offered here at PACeS. We give opportunities for families to take part in the Alberta Provincial Achievement Tests (grade 6 and 9), the Student Learning Assessment (grade 3) and the Canadian Achievement Test (grade 1-12).

I hope that looking at these elements while planning for the new year has sparked excitement and also helped to clarify or answer questions you may have had. Having this information ready for when you put in your application will help you be able to fill out your student's program plan on the form with more ease.

FREQUENTLY ASKED QUESTIONS

1. What is the difference between your Online Program, your Home Education Program and your Shared Responsibility program?

PACeS Online is a synchronous **teacher-led** program. This program is designed to teach students online, with one of our excellent teachers planning for your student's learning according to the Alberta Program of Study, they are teaching your student in a live session. The teacher is monitoring your student's learning and evaluating progress.

PACeS Home Education is a **parent-led** program where the parent is planning their student's learning according to either the Alberta Program of Study or the Outcomes in the Alberta Home Education regulations. The parent is teaching their student, evaluating their student and tracking their student's progress under the supervision of our wonderful certified teacher facilitators.

PACeS Shared Responsibility is a combination of both the **teacher-led** program and the **parent-led** program. Both PACeS Online and PACeS Home Education work in partnership for the student's learning goals.

2. How does Shared Responsibility work?

A student can be enrolled in both programs, Online and Home education, with Online courses being between 20% - 80% of the student's program. The parent decides which courses they will teach through PACeS Home Education and which courses they would like PACeS Online to teach.

In the PACeS Shared Responsibility Program, the following options are available, where the percentage indicated in the table is the portion of the program for which PACeS is responsible:

Chart added on the next page...

Grades 1&2	Grade 3	Grades 4-6	Grades 7-9
Day	Day	Subject	Subject
%	%	%	%
Day 1: ELA/Science/PE	Day 1: ELA/Bible	ELA/Bible	ELA
50%	30%	30%	20%
Day 2: Bible/Math/Socials/Fine Arts	Day 2: Science/Socials	Math	Math
50%	30%	20%	20%
	Day 3: Math/PE/Fine Arts	Science/PE	Science
	40%	25%	15%
		Socials/Fine Arts	Socials
		25%	15%
			PE & Health
			15%
			Bible
			15%
Grades 10-12			

High school students can take anywhere from 20% to 80% of a full time student load in a shared responsibility program. The percentage of the online education program is calculated by dividing the number of credits taken by 35 (a full time student load).

3. What if I want to go from Home Education to Shared Responsibility or Online?

For grades 1-9 a change of program after September 30th from:

- Home Education to Shared Responsibility or Online: Tuition will be \$700.00/class
- Shared Responsibility to Online: Tuition will be \$700.00/class

4. Can my Home Education High School student enroll into level 20 or 30 courses without having completed level 10 courses?

Yes. However, students are highly encouraged to join PACeS Online for High School in grade 10. This ensures that they will receive the required credits and prerequisite courses for them to complete a highschool diploma. Students who wish to take courses outside of this recommended sequence would need administrative approval.

5. Do I have to follow the Alberta Program of Study?

In Alberta, parents are given the option to either follow the Alberta Program of Study or the Learning Outcomes for Students Receiving Home Education Programs that do not Follow the Alberta Programs of Study.

6. What is the difference between the Alberta Program of Study and the Learning Outcomes for Students Receiving Home Education Programs that do not Follow the Alberta Programs of Study?

The Alberta Program of study is a set of learning outcomes that Alberta has assigned for every grade level and subject. This is what teachers use as their foundation for planning in the classroom.

The Learning Outcomes for Students Receiving Home Education Programs that do not Follow the Alberta Programs of Study are a set of 20 outcomes that home educators can use to develop a program with a bit more freedom on what to study. These can be found on page 10 on the Home Education Regulations.

7. What is PAT and CAT testing?

PATs are [Provincial Achievement Tests](#). “Provincial Achievement Tests (PATs) are administered annually to all Alberta students in grades 6 and 9. These standardized tests reflect the essentials that all Alberta students are expected to achieve, regardless of school choice or location.” These tests assess the student in their grade level according to the Alberta Program of Study Objectives.

SLA’s are [Student Learning Assessments](#). “Student Learning Assessments (SLAs) are digital tests administered at the beginning of the school year in Grade 3. They assess outcomes related to literacy and numeracy in language arts and mathematics.”

CATs are [Canadian Achievement Tests](#). “The CAT is a testing system that assesses the essential learning outcomes of the following basic skill areas: reading, language, spelling, and mathematics.” These tests are completed at the requested grade level.

8. Does my student have to take the SAL’s, PATs or CATs?

No. Your student does not have to take these tests. We do recommend the CATs at times for those who want to:

1. Give their student’s the experience of test taking
2. Give the parents an idea of where their students may need more focused learning activities.

9. Can my child earn an Alberta High School diploma by completing 12 years of PACeS Home Education?

No. Unlike our Online program, Home Education students with PACeS cannot earn a diploma. There are options with other boards to have the opportunity to earn a diploma, at this time PACeS does not offer this option in the Home Education and Shared Responsibility program.

10. When can my student start PACeS Home Education?

A student can be enrolled into grade 1 Home Education if they are 6 years of age by September 1 of the year of enrollment.

11. What curriculum resources do I use?

There are many different ways to administer education, your goals and your methods of education will dictate which curriculum resources work best for you. We have compiled a [list](#) of different resources for you to be able to choose from but please don't limit yourself here. The internet has MANY different blog posts, youtube videos, and podcasts that can help you decide what is best for you and your student. Don't hesitate to ask your facilitator questions too! They will be happy to share their experiences with you.

12. How many times am I required to meet with the home school facilitator?

You are required to meet with your facilitator at least 2 times per year.

13. What does a Home Education visit look like?

We love to come and celebrate your student's learning. The first visit is an opportunity for families to get to meet with their new facilitator or say "Hi again!" to their returning facilitator. The visit is a time for students to celebrate the different things they have learned so far, for parents to share the different observations, and evaluations they have made in their student's learning and also it is a time to check and see how the program plan is working for the student. The parent has the opportunity to ask questions, share how things are going and have help from the facilitator to problem solve if needed. On the second visit, we are taking time to celebrate the yearly learning and growth of the student. This is where taking a look at the overall learning samples of the year that took place. We also look at the different assessments and discuss parent observations and dated evaluations completed throughout the year. This is also a great time to ask questions and prepare for the new year.

14. Are there events where families can get together?

Yes! We are always looking for ways to get our families together. In the past, we have gotten together for potluck lunch, to experience the Science Centre or play at the Recreation Complex. We aim to do a gathering every 6-8 weeks. Watch the calendar and your emails for upcoming events.

15. What resources are available?

Mathletics, RAZ Kids, the Canadian Reader and What in the World?

16. How can I use my allotted funding?

Before submitting a funding claim form, please make sure that:

- you qualify for funding (home education parent-led programming or shared programming)
- the items purchased are related to your student's plan and have been added to the reimbursement column of your student's plan
- that you have receipts available for the items being claimed for.

How do I receive my full funding amount?

If claims are submitted with qualifying receipts for a total of 75% of the allotted funding amount the student will be issued a reimbursement of their full allotted amount. For example if the student's full allotted amount is \$850 and their qualifying receipts add up to \$637.50, we will send the family \$850.

When can I submit a funding claim?

Funding Claims can be submitted starting Oct 1, 2023. Home Education Funding receipts for the 2023-2024 school year should be submitted by April 30, 2024. These receipts must be dated between May 1, 2023 to April 30, 2024 and must apply to the 2023/2024 program plan in order to qualify. However, Alberta Education will allow parents up to two years to access Home Education funding but any receipts submitted to PACeS after the April 30, 2024 deadline may not be processed until after October of 2024.

Home Education Funding receipts for the 2022-2023 school year can still be submitted using the 2022/2023 Funding claim form. These receipts must be dated between May 1, 2022 to April 30, 2023 and must apply to the 2022/2023 program plan in order to qualify.

What items qualify for funding?

- Consumables – paper, pencils, art supplies, general workbooks, ink
- Curriculum based – workbooks, textbooks, reading books
- Online curriculum programs – learning programs on CD
- Learning aids – manipulatives (supported in the program plan)
- Computers, technology equipment (i.e., printers), including repairs and upgrades
- Internet services (per household) – 50% of monthly fee from September to end of August

- Tutoring – Group or individual lessons necessary for the student’s program delivered by a subject matter expert who is not an immediate family member
- Lessons – including, but not limited to, music, swimming, and language lessons taught by a certified instructor and in relation to the student’s program
- Tangible assets – e.g., cameras, telescopes, musical instruments, physical education equipment, sewing machines
- Home economic edibles
- Admissions/field trips (up to a maximum of 50% of the funding provided to parents) – Ensure reimbursements are for activities related to the student’s program, which may include zoo admission, theater tickets related to literature study, museum admissions, science center entrance fees, and multi-use recreation centers. Reimbursable amounts should be for the fees paid for the student only. The purchase of family admission is permissible in cases where it is more cost-effective than purchasing multiple individual student admissions. Multiple admissions or annual passes are acceptable for activities when directly related to the student’s home education plan. Reimbursement for parent admissions and travel costs are not acceptable.
- Postage/shipping and handling from vendors to the home education family

What items do not qualify for funding?

- Furniture
- Warranties/insurance
- Competitions – including, but not limited to, swim meets and tournament costs
- Registration fees – including, but not limited to, sports teams, community leagues, and summer camps
- Per Section 7(4)(b)(ii) of the Home Education Regulation, reimbursements to parents are not acceptable for personal remuneration and payment for travel costs or other expenses usually required to be paid by a parent of a student who is enrolled in a school operated by a board or private school.

What should be on my receipt to qualify for reimbursement?

- On your receipt, you must be able to see:
 - vendor name, business license/GST registration number
 - date (we will only process receipts dated from May 1, 2023 to April 30, 2024)
 - items purchased
 - proof of payment: Visa, Master Card, Debit, Cheque or Cash
 - total of purchase

- Mastercard/Visa statements do not qualify as receipts.
- Receipts must have only educational items listed. Receipts with personal and/or household items on them will not qualify for reimbursement.
- The items on the receipt are related to your student's plan and have been added to the reimbursement column of your student's plan. One receipt per pdf document

What if my receipt is not in Canadian Funds?

For anything that is not in Canadian funds, you will need the Visa/Mastercard statement showing the amount you paid in Canadian dollars. If that is not available, you can use <https://www1.oanda.com/currency/converter/> as proof of currency for the day of purchase.

- click on the website link, adjust the currency and date boxes, and then select the print link on the top left corner of the gray box (under Currency Converter). This will take you to another page and will open the print dialog box where you can choose to save as pdf.

How do I submit my internet receipt?

You can claim 50% of your monthly internet fee for the entire year in one go. Scan all the pages of your September internet bill, multiply the internet portion of your bill by 12 months, divide the total by 2 and submit that amount when filling out your form.

What do I do if I have multiple students using the same receipt?

If you have a receipt where different items apply to different students, please be sure that the items are properly labeled with the students initials next to the item that applies to that student, and with the total amount you wish to have reimbursed for that student.

Splitting Specific Items

For bigger ticket items, we completely understand if some items are split, as at times this helps to balance out the students used/unused funding. When submitting these receipts, please be sure to label and give the specific amounts you wish each student to claim.

For smaller ticket items such as a book being used by many students, the item does not need to be split by all the students using it, it can be claimed by just one of the students. For example, If "Owls in the family" is purchased, and all the students in that home will be using the book in the year, the book total does not

need to be divided and claimed between all the students. It is absolutely fine that it is reimbursed only for the one student. This will make submissions a little easier for you.

What if I am enrolled in the Shared Responsibility Program?

The Funding available for Shared Responsibility is equal to the percentage of the program for which the parent is responsible. For example, choosing Grade 3 LA/Bible would result in student funding of 70% of \$850, or \$595. A high school student taking 7 credits with PACeS ($7/25 = 20\%$) would receive Parent funding of 80% of \$850, or \$680.

How do I submit receipts?

Before submitting the receipt please make sure that you:

- qualify for Home Education Funding
- have checked that your [receipts](#) have the proper information on them
- have labeled the receipts properly if [splitting receipts](#) with multiple students
- have ALL your pdf files ready (one receipt per PDF document and [proof of currency](#))

Receipts can be submitted using the [Home Education Funding Claim Form](#).